



Town of Buckeye Human Resources Department JOB POSTING

077-06 ASSISTANT FINANCE DIRECTOR

NUMBER OF VACANCIES: 1

DEPARTMENT: Finance

PAY GRADE: 77 Exempt

DAYS WORKED: Monday - Friday

TYPE OF POSITION: Full-Time – Classified

POSTING DATE: August 10, 2006

WORK LOCATION: 110 E. Irwin Ave.

SALARY RANGE: \$5,976 - \$8,579 per month

HOURS WORKED: 8:00 am to 5:00 pm

POSITION CLOSES: Open Until Filled

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue

Buckeye, AZ 85326

Telephone: (623) 349-6250

Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the "Job Opportunities" menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under general direction, performs a variety of complex supervisory, professional, administrative, and technical accounting functions of considerable difficulty; serves as the Director in his/her absence. This position has Town wide responsibility.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs professional level governmental accounting and management work.
- Ensures compliance with federal and state grant issues.
- Monitors fund balances.
- Analyzes complex financial records; trends revenues and cash flows.
- Leads and provides training and guidance to accounting staff in areas of payroll, receivables and payables, taxes.
- Organizes and maintains bond activity.
- Produces various complex accounting reports including CAFR and Popular Report.
- Reviews accounting records for accuracy and reconciliation.
- Prepares complex budget calculations (including personnel costs).

(Job posting continues on back and/or next page.)

- Performs queries and statistical projections.
- Assists the budget review team and auditors as required.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience: Bachelor's degree in accounting, business, finance, or a related field; five (5) years progressively responsible governmental accounting experience which includes three (3) years of supervisory experience; CPA Certification preferred, but not required; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town policies and procedures.
- Knowledge of the Town's Comprehensive Annual Financial Report (CAFR).
- Knowledge of Governmental Accounting Standards Board (GASB).
- Knowledge of General Accepted Accounting Principles (GAAP).
- Knowledge of laws and regulations relating to financial administration.
- Knowledge of Federal and state regulations.
- Knowledge of grant administration, application procedures, audits and budgets.
- Skill in analyzing issues and preparing recommendations based on findings.
- Skill in creating a work environment that fosters teamwork and a business-like acumen.
- Skill in assigning and leading the work of others at a Department level.
- Skill in interacting effectively with auditors, Town management, other staff, and the public.
- Skill in developing presentation materials.
- Skill in tax rate calculation.
- Skill in auditing and internal control procedures.
- Skill in utilizing automated accounting systems and applicable software.
- Skill in supervising staff.

Special Requirements: None

Physical Demands / Work Environment: Standard office environment

Reports To: Finance Director

Supervision Exercised: Professional and administrative staff

FLSA Status: Exempt